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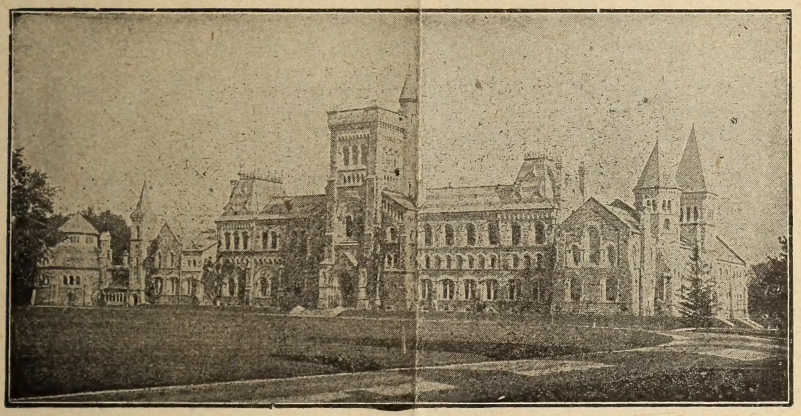
Announcement

OF

EXTENSION COURSES FOR TEACHERS

University of Toronto

UNIVERSITY EXTENSION



"No successful man or woman in any walk of life can afford to cease to be a student."

SEPTEMBER, 1920.

THIS ANNOUNCEMENT OFFERS AN ATTRACTIVE COURSE TO EVERY TEACHER IN EVERY SCHOOL IN ONTARIO.

University of Toronto,
University Extension,

September 15th, 1920.

Dear Sir or Madam:

Underlying the tremendous expansion of university extension work in English-speaking countries during recent years is the basic idea that universities are designed to serve ALL *the people. This booklet is intended to indicate how the University of Toronto hopes to serve the teachers of this Province. The University of Toronto belongs to the people of Ontario because it is supported by public funds; therefore, it belongs, in part, to you. How are you going to avail yourself of the advantages it offers?*

This winter you will have some leisure time—"the long winter evenings." How do you propose to make your leisure hours count for your own improved qualifications, your own advancement in your profession? Would you like to secure a higher certificate without the necessity of discontinuing your teaching? For the teacher who wishes to obtain a Middle School certificate, an Upper School certificate, a Commercial Teacher's certificate, a degree, (B.A., B.Paed., or D.Paed), this announcement contains suggestions.

It is part of the duty of this office to answer your letters promptly and fully. It is likewise a pleasure to do so. Please do not hesitate to write at once, outlining your present qualifications and asking for any information that you may require.

Faithfully yours,

W. J. DUNLOP,
Director, University Extension.

P.S.—The University of Toronto offers courses also to those who are not teachers—extension lectures, tutorial classes, etc. But this booklet deals only with teachers' requirements.

I. THE DEGREE OF BACHELOR OF ARTS UNDER SPECIAL CONDITIONS.

68. In order to assist teachers and others who desire to proceed to the degree of Bachelor of Arts, provision has been made for their instruction by 1, Special classes during the regular session, 2, (*a*) Supervision during the academic year and (*b*) the Summer Session.

69. The Pass Course according to the following scheme will be the basis of instruction:

First Year.....English, Latin, French, Elementary Science, Mathematics (Algebra and Geometry), Trigonometry.

Second Year... *Third Year*.... *Fourth Year*... English, French, Science, Two of History, Political Economy, Psychology.

For those who have already entered upon the work of the Third Year, the course in the Third and Fourth Years will be as follows:

Third Year....English, History, Political Economy. One of (1) Latin, Greek and Roman History, French or German. (2) Chemistry, Geology and Mineralogy.

Fourth Year...English, History, Political Economy. One of (1) Latin, Greek and Roman History, French or German. (2) Chemistry, Geology and Mineralogy.

[It should be remembered that the provisions in this Announcement are in force for the Session of 1920-21 only. Changes are made from time to time; indeed, the course outlined above may be altered in some respects before the end of October, 1920.]

Notes:

1. The work of the First Year will ordinarily be taken in the Upper School courses conducted by the Department of Education. The Second, Third, and Fourth Years will be taken under the Faculty of Arts.

2. A candidate holding an Upper School certificate, or an equivalent certificate, may enter the Second Year, provided he has credit for not fewer than five of the six subjects of the First Year.

3. A candidate will not receive credit for a subject of a higher year until he has passed the examination of the lower year in the same subject. He may, however, be a candidate for examination in the work of two successive years in the same subject.

4. One year is allowed for overseas service. The Faculty of Arts has never allowed the First Year as military credit. Veterans are advised to graduate at the end of the Third Year.

5. For teachers who live sufficiently near the University, *Teachers' Classes* are available. These lectures are given after 4 p.m. on certain afternoons of the week and on Saturday forenoons.

6. Other teachers are given correspondence work during the regular session in preparation for the Summer Session.

7. Only under exceptional circumstances is a student allowed to attend classes in more than three subjects during one session of the Teachers' Course.

8. The minimum attendance requirement for the work of the Second, Third, and Fourth Years is four Summer Sessions.

9. The pass standard in Second and Third Year subjects is 50 per cent.; in Fourth Year subjects, 40 per cent. In 1921-22 the standard in each year will be 50 per cent.

10. Facilities are offered to "occasional students" who wish to take work without seeking credit towards a degree.

11. The subjects offered in Teachers' Classes, for correspondence work, and in the Summer Session during the year beginning October, 1920, are:

Second Year—History, Psychology, Science.
Third Year—History, French, Science.

12. Fees:

Tuition in Teachers' Classes or in Summer Session—One subject, $10.00; two subjects, $18.00; three subjects, $24.00.

Correspondence Work—$3.00 per subject.

Examinations—$2.00 per subject.

For admission by certificate to the Second Year, $15.00.

For admission ad eundem statum, $10.00.

Laboratory—For practical work in the laboratory a deposit fee is required at the beginning of the session to cover breakages. All, or part, of the fee is returned at the close of the term according to the number and value of the breakages.

II. THE DEGREES IN PEDAGOGY.

The work leading to the degree of Bachelor of Pedagogy (B.Paed.) and the degree of Doctor of Pedagogy (D.Paed.) is taken at the Ontario College of Education.

Before entering upon this work a candidate must hold (*a*) a degree in Arts or Science, not being an honorary degree, from any university in the British Dominions; and (*b*) a first-class or High School Assistant's certificate granted by the Department of Education of Ontario, or a certificate of equal value.

Before he completes the examinations the candidate shall submit certificates of at least two years (in the case of the B.Paed. degree) and three years (in the case of the D.Paed. degree) of successful experience as teacher or inspector.

The subjects of examination are (1) Educational Administration and Organization, (2) Educational Psychology, (3) The Science of Education, (4) the History of Education and Educational Systems. In addition to passing the examinations in these subjects, the candidate for the D.Paed. degree is required to submit a thesis on some educational topic selected with the approval of the staff.

Lectures on the subjects of these courses are given in the Summer Session.

The importance of these degrees in the educational sphere in Canada is unquestioned. Those qualified to take up this work are advised to enquire regarding details of courses and to begin reading preparatory to the Summer Session of 1921. Particulars may be obtained from the Ontario College of Education, 371 Bloor Street West, Toronto, or from the Extension Office, University of Toronto.

III. DEPARTMENT OF EDUCATION—SUMMER COURSES.

The Ontario Department of Education offers Summer Sessions each year in the subjects of the Upper School, Middle School, and Commercial Courses.

So short is the time for work during the Summer Session that it has been found to be in every way most desirable that every teacher who proposes taking a summer course should prepare the subjects during the winter. Teachers of experience will at once recognize that the necessity for some such preparation cannot be too strongly emphasized.

Because private study is difficult, usually unsatisfactory, and often spasmodic, the University offers correspondence work in the subjects of the Upper School, Middle School, and Commercial Courses. This assistance is given in the form of question bulletins which are prepared by competent instructors now engaged in teaching the work, are sent out monthly to candidates, are answered, sent to this office, corrected by the instructors, and returned to the writers. For this service a small fee is charged and such fees are paid over to the instructors concerned.

Teachers may write on any or all of the parts of the Upper and Middle School courses in June or in September.

THE UPPER SCHOOL SUBJECTS.

In the Summer Session of 1921, instruction will be given in the subjects of Parts A and B.

The subjects and correspondence fees are as follows:

Part A—English Composition and Rhetoric, $3.00; Algebra, $5.00; Geometry, $5.00.

Part B—History (First Course), $3.00; English Literature, $5.00; Trigonometry $5.00.

Part C—History (Second Course), $3.00; Latin, $8.00; Physics, $5.00.

Part D—Biology (Botany and Zoology), $5.00; Chemistry, $5.00; Mineralogy, $3.00; French, $8.00; German, $8.00.
(It is to be noted that options are offered in Part D.)

THE MIDDLE SCHOOL SUBJECTS.

In the Summer Session of 1921 instruction will be given in the subjects of Part A.

The subjects and correspondence fees are as follows:

Part A—English Composition, $3.00; English Literature, $5.00; Algebra, $5.00; Geometry, $5.00.

Part B—British and Canadian History, $3.00; Ancient History, $3.00; Physics, $5.00; Chemistry, $5.00.

THE SUBJECTS FOR CERTIFICATES AS TEACHERS OF THE COMMERCIAL SUBJECTS.

The instructors who had charge of this work in the summer of 1920, ask that teachers who contemplate taking the course next summer be advised in the most emphatic manner that correspondence work during the winter makes "all the difference in the world" to the summer student.

Prospective students should secure from the Department of Education circular 35B which gives details of the courses.

Teachers may be interested to know that the demand for teachers of commercial subjects greatly exceeds the supply and that all qualified teachers of these subjects are now employed in attractive positions at good salaries.

"The courses leading to certificates in the commercial subjects are divided into four parts. For Parts A and B there will be a beginners' class as well as an advanced class. These classes will be conducted concurrently. Beginners are advised that the work prescribed under Parts A and B cannot be thoroughly covered in a shorter time than two Summer Sessions".

Correspondence fees are as follows:

Part A—Stenography (Theory, Practice, and Typewriting), $4.00.

Part B—Bookkeeping (Theory and Practice), $5.00; Business Practice and Business Law, $4.00; Penmanship, $2.00; Mercantile Arithmetic, $2.00.

Part C—Arithmetic of Investment, $3.00; Auditing, $4.00; Money and Banking, $3.00..

Part D—Theory of Economics, $4.00; Economic Geography, $5.00; History of Commerce and Industry, $4.00.

VI. SUGGESTIONS APPLICABLE TO ALL COURSES.

1. Fees are payable strictly in advance.

2. Remittance should be made by Money Order; if cheques are used, they must in every case be payable at par in Toronto to the University of Toronto.

3. The Library of the Department of Education, St. James Square, Toronto, is available for the use of all Ontario teachers and the Department is anxious that every teacher should make use of it. There are no fees—the teachers pay only return postage on books borrowed.

4. Text-books required for Middle and Upper school Courses can probably be secured without difficulty from local bookstores; those for other courses may be ordered through the Extension Office, University of Toronto. To prevent delays this office undertakes to purchase and forward books for students in correspondence courses.

Applications and enquiries should be sent to

THE DIRECTOR, UNIVERSITY EXTENSION,
University of Toronto,
Toronto.

APPLICATION FORM.

To

THE DIRECTOR, UNIVERSITY EXTENSION,
UNIVERSITY OF TORONTO, ...
TORONTO. (Date of Application).

I make application herewith for instruction in the subjects indicated below. Fees to the amount of ..... are enclosed.

I. Correspondence work in the following subjects leading to the B.A. degree:

Second Year .....

Third Year.....

Fourth Year.....

II. Teachers' Classes in the following subjects leading to the B.A. degree:

Second Year.....

Third Year.....

Fourth Year.....

III. Correspondence Work in the following subjects of the Upper School course:.....

.....

IV. Correspondence Work in the following subjects of the Middle School Course.....

.....

V. Correspondence Work in the following subjects of the Commercial Course:.....

.....

I have taken the following subjects in Summer Sessions:.....

.....

.....
(Name in full)

....
(Home Address) (School Address)
(For Teachers' Classes)

....
(Telephone No.) (Telephone No.)

The School

CANADA'S LEADING EDUCATIONAL JOURNAL.

This is a magazine of which every progressive teacher in the Dominion should be a regular reader—most of them are. It keeps teachers informed of new movements and tendencies in education; advocates reforms which teachers know to be necessary; gives direct help of the most practical kind in agriculture, nature study, primary work, current events, and other subjects on the high school and public school curricula; furnishes news of the profession and its members; is indispensable to the ambitious teacher.

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EXTENSION OFFICE,
UNIVERSITY OF TORONTO,
TORONTO.

The Canadian Historical Review

Because history is being made every day and new light is being thrown on the events of the past, no text-book in history can be absolutely accurate nor can it, of course, be up-to-date. **The Canadian Historical Review** amplifies topics which in the text-book can receive only cursory treatment; it is a high-class quarterly which treats historical topics in a manner interesting to every Canadian citizen.

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EXTENSION OFFICE,
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TORONTO.

The University of Toronto Monthly

Published by the University of Toronto Alumni Association.

Subscription price, $2.00 per annum, including membership dues in the Alumni Association.

A journal of interest to every graduate. It carries university news and news of the Alumni.